CM/ECF Version 4.0

NEW FEATURES
FOR ATTORNEYS

Major Changes in Version 4.0

- New User Interfaces
  - Filing – new Case Participant Tree
  - Setting up Your Email Information
- Documents and Attachments
  - Adding Attachments
  - Numbering main documents and attachments
- Managing Large Civil Cases (Chapters)

Filing

During filing, the new Participant Tree is displayed on the left side of the screen. The plus symbol (+) to the left of the party name can be used to expand the party information. This Tree is currently collapsed.

Filing

This screen shows the Participant Tree expanded.

Email Information Screen

The Email Information screen in Maintain Your Email has been modified to provide more streamlined functionality. The initial screen is displayed above.

Email Information Screen

Click on the email address on the left side to display the Configuration options and the Case-specific options for that email address. The screen above shows the Configuration options on the right. You can verify or change any of this email address's configuration options on this screen.

To add an additional email address for the primary email, click on add new e-mail address.

Users can also opt out of receiving Announcement Notice emails; however, this setting can be overridden by the court.

Email Information Screen

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing* *(default method)*

1:05-cv-00425-FFF Falcone v. James - Representing Robert James
1:07-cv-00043-FFF-DTM Harris v. Branson - Representing Joseph Branson
1:07-mj-00066-DTM-2 USA v. Bell - Representing Catherine Bell
1:08-mj-00066-DTM-2 USA v. Bell - Representing Catherine Bell
1:08-cr-00072-RB-DTM-2 USA v. Bell - Representing Catherine Bell
1:08-cr-00073-RB-DTM-2 USA v. Bell - Representing Catherine Bell

Delete selected cases | Change selected cases to notice as a summary report

These cases will send notice *as a summary report.* *(alternate method)*

Delete selected cases | Change selected cases to notice per filing

Below the Configuration options are the Case-specific options for the selected email address. Here you can add additional cases for noticing, delete case from noticing, or click on a specific case to change the email option for that case. Notice that this attorney is set up for *per filing* email notification for all of his cases. If any cases were set up for *summary* email notification, they would be listed in the bottom part of the screen.

Adding Documents and Attachments

The process of adding a main document and attachments during filing has been streamlined to only one screen. It functions the same as the screen in previous versions.

Adding Documents and Attachments

Once a main document and the first attachment are added, a new row appears for the addition of another attachment. This allows a user to see all the attachments added to an event.
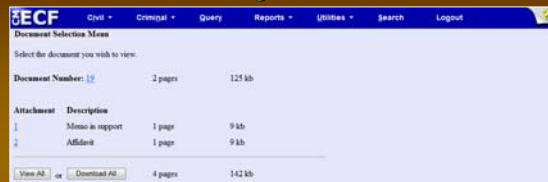
NOTE: The system requires either a category or a description for each attachment.

Numbering Attachments

07/01/2005 — 19 MOTION to Bifurcate by Robert X James. (Attachments: # 1 Evidence, # 2 Affidavit)(Cotton, Shirley). (Entered: 05/28/2009)

When a document with attachments is filed, the attachments are numbered starting with #1, as shown in the docket entry above. Notice that the docket entry is #19, and it included a main document plus two attachments.

Numbering Attachments

ECF   Civil ▾   Criminal ▾   Query   Reports ▾   Utilities ▾   Search   Logout

Document Selection Menu

Select the document you wish to view.

Document Number: 19   2 pages   125 kb

Attachment	Description		
1	Memo in support	1 page	9 kb
2	Affidavit	1 page	9 kb

View All   or   Download All   4 pages   142 kb

When a user clicks on the Main document number to see the PDF documents, CM/ECF shows the Main document and any attachments. The attachments are now sequentially numbered starting with #1, as shown above.
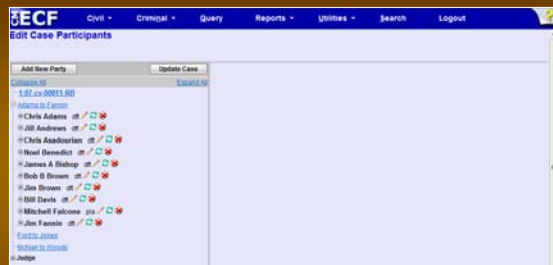
Managing Large Civil Cases (Chapters)

ECF   Civil ▾   Criminal ▾   Query   Reports ▾   Utilities ▾   Search   Logout

Edit Case Participants

Add New Party   Update Case

Collapse All   Expand All
1:07-cv-00011-RD
Adams to Fannin
Ford to Jones
McNair to Woods

Version 4.0 provides the capability to collapse long party lists into "chapters," or groups of parties. A case with over 100 parties will have the parties divided into chapters of 10 each.
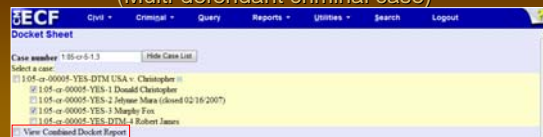
Each chapter is displayed in the participant tree as a hyperlink, and a chapter can be expanded by clicking on the hyperlink.

Managing Large Civil Cases (Chapters)

This screen shows a chapter expanded, so that the individual parties can be viewed.

Docket Sheet Report
(Multi-defendant criminal case)

Users now can run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A new **View Combined Docket Report** checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the View Combined Docket Report checkbox allows the user to run the combined form of the report for the chosen subset of defendants.

Docket Sheet Report Large docket report warning)

A new warning message and additional options are now presented to users attempting to run a docket report for a case with 150 or more entries. The warning message appears after the **Run Report** button is clicked.

Questions?

- Contact your local clerk's office CM/ECF Help Desk toll-free at:

  - Fort Wayne   (800) 745-0265

  - Hammond   (800) 473-0293

  - South Bend   (866) 217-5925

  - Lafayette   (877) 377-1219